

Director's Stations instructions for year-end stats

This documentation is intended offer specific instructions on how to use Directors Station to gather much of the public library statistics that the Montana State Library requires annually from each library. For more general instruction on using Directors Station please contact MSC staff and/or refer to the PowerPoint available on the MSC homepage (<http://montanalibraries.org/MLNmsc-home.htm>) or see the documentation and multimedia training films available in the Directors Station.

1) Number of registered borrowers

- Follow the path below and select the **All Users Measures** report.

Links: Sirsi Corporation, Google, DirectorsStation Log In, NetLibrary [OCLC - eContent]

Menu: Save As, Preview, Email, Export, Calculator, Dimensions, Modes, Reset

Refreshed Sunday, October 15, 2006

Excluded Empty Rows and Columns

Collection Analysis

Library Administration

Technical Services Analysis

Public Services Analysis

Bills and Fines

Circulation

Holds and Requests

Materials Booking

Reserves

Users

All User Measures

Charts

All Measures All Modules

Public Access Analysis

Site Management

My Folder

About NDP

User Date Created: [Dropdown] User Category 1: [Dropdown] User Category 2: [Dropdown] User Category 3: [Dropdown] User Category 4: [Dropdown]

Privilege Expire Date: [Dropdown] Birth Year: [Dropdown]

Measures

| Number Of Users | Delinquent | Blocked | Barred | % of Delinquent Users | % of Blocked Users | % of Barred Users |
|-----------------|------------|---------|--------|-----------------------|--------------------|-------------------|
| 229,163 | 37,151 | 16,039 | 1,505 | 16.21% | 7.00% | 0.66% |

- Bring the **Library** dimension from the pool to the left side of the report and insert it **above** the User Profile dimension.
- Select the appropriate library or group of libraries.
- Select the user profiles associated with your users to limit the count to just user records so as to exclude system users.

Menu: Save, Save As, Preview, Email, Export, Calculator, Dimensions, Modes, Reset

Montana Shared Catalog

Refreshed Sunday, October 29, 2006

Excluded Empty Rows and Columns

All User Measures

User Date Created: [Dropdown] User Category 1: [Dropdown] User Category 2: [Dropdown] User Category 3: [Dropdown] User Category 4: [Dropdown] User Category 5: [Dropdown]

Privilege Expire Date: [Dropdown] Birth Year: [Dropdown]

Library: [Dropdown] Measures: [Dropdown]

User Profile: [Dropdown]

| Library | Number Of Users | Delinquent | Blocked | Barred | % of Delinquent Users | % of Blocked Users | % of Barred Users |
|---------|-----------------|------------|---------|--------|-----------------------|--------------------|-------------------|
| GPL | 4,755 | 150 | 0 | 255 | 3.15% | 0.00% | 5.36% |

2) Collection numbers by item type

- Follow the path below and select the **All Catalog Measures** report.

Refreshed Sunday, October 15, 2006

Excluded Empty Rows and Columns

Measures

| Number | Users | % of Delinquent Users | % of Blocked Users | % of Barred Users |
|--------|-------|-----------------------|--------------------|-------------------|
| 4,762 | 169 | 0 | 241 | 3.55% 0.00% 5.06% |

- Select the appropriate library or group of libraries.
- Bring down the Item Type dimension from the pool and insert it **below** the Library dimension.
- Open the Item Type dimension and deselect All Item Types to get a breakdown by item type. (**Note, you can use the Calculator function or export your report to Excel to get totals if your collection is broken down into more discreet item types than required by the statistics, ie. all print materials).

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Excluded Empty Rows and Columns

Library

Item Type

| Library | Item Type | Total Titles | Total Call Numbers | Total Copies | % of Copies to Titles | % of Copies to Call Numbers | % of Titles to Total Titles | Total Collection Value |
|---------|-----------|--------------|--------------------|--------------|-----------------------|-----------------------------|-----------------------------|------------------------|
| GPL | AUDIO-REC | 1,107 | 1,123 | 1,135 | 102.53% | 101.07% | 0.18% | 20,971.30 |
| | BK-NOCIRC | 1,414 | 1,442 | 1,690 | 119.52% | 117.20% | 0.23% | 28,147.16 |
| | BOOK | 17,659 | 17,959 | 18,328 | 103.79% | 102.05% | 2.83% | 173,354.41 |
| | CASS-REC | 1 | 1 | 1 | 100.00% | 100.00% | 0.00% | 14.95 |
| | CD-ROM | 38 | 38 | 38 | 100.00% | 100.00% | 0.01% | 752.45 |
| | CIRC-MAG | 65 | 2,921 | 2,927 | 4503.08% | 100.21% | 0.01% | 11,150.00 |
| | E-BOOK | 9,058 | 9,058 | 9,058 | 100.00% | 100.00% | 1.45% | 0.00 |
| | NEW-BOOK | 79 | 79 | 79 | 100.00% | 100.00% | 0.01% | 1,807.40 |
| | REFERENCE | 60 | 106 | 108 | 180.00% | 101.89% | 0.01% | 24,839.72 |
| | UNDEFINED | 15 | 15 | | 0.00% | 0.00% | 0.00% | 0.00 |
| | VIDEO-REC | 1,208 | 1,282 | 1,305 | 108.03% | 101.79% | 0.19% | 24,144.22 |

3) FY '06 Circulation, Juvenile vs. Non-Juvenile

- Follow the path below and select the **All Checkout Measures (Historical)** report.

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Excluded Empty Rows and Columns

Call Type: Item Category 1: Item Category 2: Title Catalog Format: Date Copy Created: Copy Reserve Status: Current Location: Home Location: Date Title Cataloged: Date Title Created: Title Created By: Title Modified By: Year Published:

Measures:

| Total Titles | Total Call Numbers | Total Copies | % of Copies to Titles | % of Copies to Call Numbers | % of Titles to Total Titles | Total Collection Value |
|--------------|--------------------|--------------|-----------------------|-----------------------------|-----------------------------|------------------------|
| 1,107 | 1,123 | 1,135 | 102.53% | 101.07% | 0.18% | 20,971.30 |
| 1,414 | 1,442 | 1,690 | 119.52% | 117.20% | 0.23% | 28,147.16 |
| 17,659 | 17,959 | 18,328 | 103.79% | 102.05% | 2.83% | 173,354.41 |
| 1 | 1 | 1 | 100.00% | 100.00% | 0.00% | 14.95 |
| 38 | 38 | 38 | 100.00% | 100.00% | 0.01% | 752.45 |
| 65 | 2,921 | 2,927 | 4503.08% | 100.21% | 0.01% | 11,150.00 |
| 9,058 | 9,058 | 9,058 | 100.00% | 100.00% | 1.45% | 0.00 |
| 79 | 79 | 79 | 100.00% | 100.00% | 0.01% | 1,807.40 |
| 60 | 106 | 108 | 180.00% | 101.89% | 0.01% | 24,839.72 |
| 15 | 15 | | 0.00% | 0.00% | 0.00% | 0.00 |
| 1,208 | 1,282 | 1,305 | 108.03% | 101.79% | 0.19% | 24,144.22 |

- Within the dimension pool select the appropriate fiscal year from the **FY July June** dimension.
- Bring the **Station Library** dimension from the pool to the left side of the report and swap it out with any other dimension there.
- Bring down the **User Profile** dimension from the pool and insert it **below** the Station Library. Select only those user profiles associated with your users to exclude transactions to system users such as missing or lost.
- Select the appropriate library or group of libraries. Note the circulation stats. (** Note, the Total Circulation measure will include Mark Items used if you use this wizard in your library).

Menu Save Save As Preview Email Export Calculator Dimensions Modes Reset Refreshed Sunday, October 29, 2006

Montana Shared Catalog

All Checkout Measures (Historical)
2006 / All FY July June

Excluded Empty Rows and Columns

FY July June: 2006 / All FY July June User Library: Station Library: Station Login: FY Jan Dec: FY April March: FY Oct Sep: Hour of Day: Day of Week: User Category 1: User Category 2: User Category 3: User Category 4: User Category 5: User Zipcode: Format: Item Type: Call Number: Call Type: Item Category 1: Item Category 2: Item Price: Home Location: Current Location: Date Title Created: Date Copy Created: Year Published: Country of Pub: Language of Title:

Item Library: User Profile:

| | Total Circulation | Percent of Circulation | Checkout Item | Staff Renewals | Patron Renewals | Change Vs. Previous Year FY July June |
|---------|-------------------|------------------------|---------------|----------------|-----------------|---------------------------------------|
| GPL-PUB | 34,970 | 99.98% | 32,393 | 2,513 | 64 | 10.98% |

- Bring down the appropriate dimension to identify Juvenile material. This may be based on Item Type, Home Location or Item Category 2. Insert this dimension **below** the User Profile dimension.

Montana Shared Catalog Refreshed Sunday, October 29, 2006

All Checkout Measures (Historical) Excluded Empty Rows and Columns

2006 / All FY July June

FY July June

2006 / All FY July June

User Library

Station Library

Station Login

FY Jan Dec

FY April March

FY Oct Sep

Hour of Day

Day of Week

User Category 1

User Category 2

User Category 3

User Category 4

User Category 5

User Zipcode

Format

Item Type

Call Number

Call Type

Item Category 1

Item Price

Home Location

Current Location

Date Title Created

Date Copy Created

Year Published

Country of Pub

Language of Title

Item Library

User Profile

Item Category 2

GPL

GPL-PUB

JUVENILE

| Measures | | | | | |
|-------------------|------------------------|---------------|----------------|-----------------|---------------------------------------|
| Total Circulation | Percent of Circulation | Checkout Item | Staff Renewals | Patron Renewals | Change Vs. Previous Year FY July June |
| 11,557 | 100.00% | 11,081 | 474 | 2 | 15.18% |

- If you use multiple policies to define Juvenile material you may wish to use the Calculator function to combine these policies
- By subtracting the total Juvenile circulation from the total circulation noted above you will get the total non-juvenile circulation.